

Call to order:

The Public Property Committee meeting was called to order at 8:36 A.M. in the Vilas County Courthouse conference rooms by Chairman Jim Behling with the following committee members present: Edward Bluthardt, Jr. and Gary Peske. Lorin Johnson, and Linda Thorpe were absent. Other persons present at various times during this meeting: Chris Kamps, Russ Szuta, Joe Fath, Sheriff Tomlanovich, Janna Kahl, Cindy Doyen, Barb Gibson, Ken Anderson and David Alleman. Open meeting law complied with and quorum verified.

Approve agenda to be discussed in any order by the Chair:

Motion by G. Peske, 2nd by E. Bluthardt to approve the agenda, with the agenda order to be presented at the Chair's discretion. All voted aye. Carried.

Approve minutes of the February 12, 2013 regular meeting.

Motion by E. Bluthardt, 2nd by G. Peske to approve the February 12, 2013 meeting minutes. All voted aye. Carried.

Closed Session:

Motion by E. Bluthardt, 2nd by G. Peske to convene into a closed session pursuant to Wis. Stat. §19.85(1)(c) for the purposes of conducting an employee evaluation. All voted aye. Carried. Closed session convened at 8:35 A.M.

Linda Thorpe arrived at the meeting at 8:45 A.M.
Lorin Johnson arrived at the meeting at 9:00 A.M.

Return to Open Session:

Motion by L. Thorpe, 2nd by E. Bluthardt to reconvene into open session pursuant to Wis. Stat. §19.85(1)(c). All voted aye. Carried. Open session reconvened at 10:50 A.M.

The Committee may take action on any item discussed in the closed session:

The Committee took no action on any item discussed during the closed session.

Schenck report review re: I.T. Department:

J. Behling provided copy of the section of the Schenck report as pertains to I.T. Department functions. The committee reviewed the findings. G. Peske feels that that the ability to enhance I.T. revenues is overstated in the report.

Information Technology Director report, travel and purchases:

C. Kamps presented the following purchase requests:

1 ea. Lenova ThinkPad W530 laptop for the Tourism & Publicity Dept. @ \$1,980.30

1 ea. Lenova ThinkCenter M82 PC for the Forestry Dept. @ \$ 843.92

Motion by G. Peske, 2nd by L. Thorpe to approve the purchase request. All voted aye. Carried. C. Kamps presented a monthly disbursement history report for committee review. She also spoke regarding the need to purchase a server in 2014 as part of the ongoing Spillman System upgrade. The server will cost \$52,700.00 and will need to be budgeted in 2014. She proposes spending an additional \$21,650.00 for a Spillman Ereferral Protect Interface module,

primarily for use by the Sheriff's Dept., Eagle River Police Dept. and the Lac du Flambeau Tribal Police. She stated that this added cost will most likely be completely covered using grant funds. She also reported that Spillman offered to build, configure and install the needed server now. This would facilitate an earlier completion of the ongoing Spillman System upgrade. Payment for the server could then be made later, using 2014 budgeted funds. **Motion by G. Peske, 2nd by L. Thorpe to recommend to the Finance Committee that they approve the immediate purchase of the Spillman server and commit to the future appropriation of 2014 funds to pay for the purchase. Discussion.** E. Bluthardt recommends a draw from the General Fund to pay for the server purchase in 2013. The committee disagreed. **All voted aye. Carried.** J. Behling referred to the previous meeting in which statements were made indicating that the Spillman sales team neglected to inform the county of the need to replace the server as part of the Spillman upgrade. He asked C. Kamps if an errors and omissions claim needed to be pursued against Spillman. She replied "probably not", citing the fact that Spillman only recently recognized the need to upgrade the server, due to experiences gained with other upgrades. G. Peske added that the server in question was at the end of its operational life and should be replaced anyway.

C. Kamps presented the following quotes for replacement of the conference room audio system. Quotes include equipment and installation.

| | | |
|-------------------------|-----------------------|----------------------------|
| ProTech Contracting LLC | Wireless audio system | \$44,247.19 |
| ProTech Contracting LLC | Wired audio system | \$10,228.00 |
| Kozar Technologies | Wireless audio system | \$46,000.00 rough estimate |
| Kozar Technologies | Wired audio system | \$16,884.92 |

E. Bluthardt questioned the price difference between wireless and wired systems. He does not believe that the advantages of wireless are great enough to justify the additional cost. As the current audio system is inoperable and requires expensive repair, the committee discussed the need to move forward on this issue immediately. **Motion by G. Peske, 2nd by L. Thorpe to accept the \$10,228.00 quote from ProTech Contracting LLC and to recommend to the Finance Committee that they prepare a resolution authorizing the purchase using contingency funds. All voted aye. Carried.**

a. Demo MinuteTraq-IQM2:

C. Kamps will conduct the demonstration for the committee after the software is demonstrated to department minute takers.

Department purchases and leases:

a. Copier Lease – Juvenile Intake:

The Clerk presented this copier lease request. This lease constitutes a 60 month renewal of a recently expired Xerox lease with the addition of a scanner. The \$111.12 monthly lease cost is less than prior lease rate. **Motion by L. Thorpe, 2nd by E. Bluthardt to renew the Xerox lease according to the terms indicated on the lease agreement. All voted aye. Carried.**

b. Server purchase – Mapping:

C. Kamps presented a request to purchase a replacement server for the Land Information/Mapping Dept. The current server is eight years old and is nearing obsolescence. Cost is \$10,932.00 for the server and \$1,893.57 for related software. The purchase will be expensed from the Land Records account. **Motion by G. Peske, 2nd by E. Bluthardt to approve the purchase of the server and related software. All voted aye. Carried.**

Spillman System Administrator position – Sheriff’s Dept.:

J. Behling began the discussion by announcing that the Personnel and the Law Enforcement Committees each had this issue on upcoming agendas for discussion. He would like the Public Property Committee to comment regarding this proposed position. The Sheriff stated that his department needed a permanent, full time IT specialist to administer the Spillman System, department IT network, E911 and mobile data systems. Regarding a potential job description, the Sheriff stated that person filling this IT position would also be asked to work as a law enforcement clerk when the need arose. G. Peske supports this initiative, stating “there is a lot of work in the department for an IT tech”. **Motion by G. Peske, 2nd by L. Thorpe to recommend to the Law Enforcement Committee that they support the creation of a Sheriff’s Department IT position. All voted aye. Carried.**

Facilities management and custodial services – options and solutions:

a. The Samuels Groups – custodial/maintenance services RFP:

The Samuels Group has offered to create the necessary RFP. They estimate that costs will not exceed \$800.00. R. Szuta asked that he be involved in the RFP creation process. **Motion by G. Peske, 2nd by E. Bluthardt to ask The Samuels Group to create an RFP covering custodial and maintenance services, at a cost not to exceed \$800.00. Russ Szuta is to be involved in the process. All voted aye. Carried.**

Maintenance Director report and purchases:

R. Szuta presented a list of custodial and maintenance needs for discussion. He also announce that the Maintenance Dept. pick-up truck needed \$1,100.00 in repairs. He recommends replacing the truck in 2014. He also presented his departments disbursement history report for committee review.

Eagle River Historical Society – request for donation of surplus filing cabinet:

R. Szuta was asked by the local historical society for a surplus filing cabinet. He stated that he had two in storage, both unused for many years. **Motion by E. Bluthardt, 2nd by G. Peske to approve the donation of one surplus filing cabinet to the Eagle River Historical Society. All voted aye. Carried.**

Tri-County Council on Domestic Violence lease contract – resolution to County Board:

The committee reviewed the resolution and the attached lease. The committee entered the following stipulations into the lease contract:

- Article One, Section 1.1. 131 square feet
- Article One, Section 1.2. 2 vehicles
- Article Two, Section 2.1. 2 years

Motion by G. Peske, 2nd by L. Johnson to approve the lease contract and resolution and to forward same to the County Board for adoption. All voted aye. Carried.

I.T. services RFP:

J. Behling began the discussion of this draft RFP. The committee included the following stipulations and amendments to the draft RFP:

- Page 1. Interested vendors should submit one original and 10 copies...

Page 1. Formal proposals must be received by Friday, April 5, 2013 at 4:00PM. All proposals will be opened and reviewed by the Public Property Committee on Friday, April 12, 2013 at 9:00 AM...

Page 3. Section 4 – Services Required, A. Initial Assessment:

A report of this initial assessment shall be submitted within 30 days from the signing of a contract...

Page 5. Section 5 – Submission Requirements amended as follows:

Due to the nature of this proposal/ it is requested that each proposal be brief and to the point, ~~and consist of no more than _____ pages.~~ Each proposal shall provide...

Page 7. Section 5 F. Reports Amended as follows:

Cost of Services: The County is requesting that the vendor submit a menu of services offered and associated costs and fees, which will result in a FIXED FEE Service contract for a twelve month period...

G. Peske objected to the fact that this draft RFP was not provided to the I.T. Director for her input, prior to today's meeting. **Motion by E. Bluthardt, 2nd by L. Johnson to approve the Information Technology Support Services RFP as amended and to advertise same. 4 voted aye. 1 no vote: G. Peske.** The committee would like this RFP advertised in the local newspaper for two weeks. The Clerk was also instructed to send the RFP to the four interested vendors of record.

Letters and Communications:

Nothing presented.

Set next meeting time and date:

The next regular meeting is scheduled for 9:00 A.M. Friday, April 12, 2013

Adjournment:

The Chair adjourned the meeting at 12:55 P.M.

Respectfully submitted by:

David R. Alleman

Vilas County Clerk

Minutes reflect the recorder's notations and are subject to future revision and approval by the appropriate board or committee.